

JOB DESCRIPTION

JOB TITLE: Public Health Physician **GRADE:** B

JOB CODE: 4001 **DATE:** 11/8/95

GENERAL FUNCTION: Under general direction, performs specialized medical duties in a local health department. May have immediate charge of a specific program involving specialization in a particular field of medicine which requires previous professional training, and may require supervision of other medical personnel of comparable education and training.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Examines, diagnoses, and treats patients.

Confers with patients, families, family physicians.

May attend and participate in medical staff conferences.

Performs such special and/or surgical procedures as would fall within the confines of a recognized medical specialty, such as diagnosis and treatment of allergic diseases, pediatric diagnosis and treatment, psychiatric diagnosis and treatment, and neurological examinations.

Writes case histories and performs follow-up work on progress of patients.

Supervises out-patient and follow-up clinics.

SUPERVISION RECEIVED: Policy direction only; incumbent sets virtually all objectives.

SUPERVISION EXERCISED: May supervise professional nursing staff and other health professional and support staff

JOB SPECIFICATIONS:

Knowledge and Abilities:

Thorough knowledge of the fundamental sciences underlying the practice of medicine.

Considerable knowledge of departmental rules and regulations.

Considerable knowledge of state and federal laws, especially as they apply to the practice of medicine.

JOB TITLE: Public Health Physician (continued)

JOB CODE: 4001

Ability to plan, organize, assign, supervise, and inspect the work of professional, technical, and para-professional personnel.

Ability to interpret and write comprehensive and technical reports and papers.

Ability to plan and execute work efficiently.

Ability to exercise good judgement in evaluating situations.

Exceptional skill in the application of the principles and practices of medical sciences.

Minimum Education, Training, and Experience Requirements: Licensed to practice medicine in the Commonwealth (KRS 311.560(1)). Two years of experience in the practice of medicine or public health. An MPH degree is equivalent to one year of experience. The successful completion of an approved program of residency training in a recognized specialty or sub-specialty of medicine is equivalent to the two years of experience on a year-for-year basis.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

JOB DESCRIPTION

JOB TITLE: Health Officer

GRADE: A

JOB CODE: 4002

DATE: 11/8/95

GENERAL FUNCTION: Under direction of the Board of Health, oversees a local health department through planning, organizing, preparing budget, financial management, and supervising employees. The incumbent in this position assumes the duties and responsibilities of a Health Officer as specified in policy and Chief Executive Officer as outlined in KRS 212:810-990.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Directs the staff and activities of a health department providing a comprehensive public health program.

Develops new community health services.

Plans and directs a field training program for physicians, public health personnel and others in allied health fields.

Secures consultative, technical and professional services available at the state level and the medical and allied health professional schools.

Cooperates with State and Federal agencies as well as voluntary groups in the development of effective measures for the control of public health problems.

Makes surveys of programs and serves as chief administrative officer and secretary of the Board of Health.

Reviews and approves unit budgets and statistical and financial reports.

Participates in community activities, particularly with local medical groups.

JOB TITLE: Health Officer (Continued)

JOB CODE: 4002

Keeps the public informed on matters relating to public health programs and needs.

SUPERVISION RECEIVED: Recommends policies in functional area(s); incumbent also sets goals and objectives in functional area(s).

SUPERVISION EXERCISED: Direct supervision of supervisory and administrative staff.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Thorough knowledge of the principles and practices of modern medicine, public health programs, and federal and state laws and regulations pertaining to local health programs.

Demonstrated ability in administration of public health services.

Knowledge of social and economic problems pertaining to public health.

Ability to develop and interpret regulations and policies concerning the operation of local health department.

Ability to evaluate services performed and make recommendations for improvement of services when necessary.

Knowledge of the principles of business management as applied to public administration.

Ability to supervise the work of others.

Ability to exercise good judgement in appraising situations and making decisions.

Ability to express comments and opinions clearly and concisely.

Ability to deal tactfully with the public.

JOB TITLE: Health Officer (Continued)

JOB CODE: 4002

Minimum Education, Training and Experience Requirements: Graduation from an accredited school of medicine and completion of internship in an approved hospital, a Master's degree in public health. Three years experience in a professional medical capacity, including one year of administrative management experience in a health program, or an equivalent combination of training and experience, including administrative management experience in a health program; licensed to practice medicine in Kentucky.

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JOB DESCRIPTION

JOB TITLE: Medical Director

GRADE: C

JOB CODE: 4003

DATE: 11/8/95

GENERAL FUNCTION: Subject to administrative approval, plans, organizes, and directs a comprehensive medical program for a district health department, consistent with the Health Plan approved by the Department for Health Services; to work with medical and allied health professional schools; and to do related work as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Directs and coordinates the medical staff of a district health department.

Provides medical consultation, serves as clinical director, and medical practitioner in general and specialized medical clinics.

Develops and expands medical services to meet health needs.

Assists in diagnosing the health needs of the communities as a basis for planning health services.

Serves as medical consultant to the County and District Board of Health.

Works to inform and develop the support of local medical personnel.

SUPERVISION RECEIVED: Policy direction only; incumbent sets virtually all objectives.

SUPERVISION EXERCISED: Direct supervision of medical supervisory staff such as Director of Nursing, Nursing Supervisor.

JOB SPECIFICATIONS:

Knowledge and Abilities:

JOB TITLE: Medical Director (continued)

JOB CODE: 4003

Thorough knowledge of the principles and practices of modern medicine, public health programs, and federal and state laws and regulations pertaining to local health programs.

Knowledge of social and economic problems pertaining to public health.

Ability to evaluate services performed and make recommendations for improvement of services when necessary.

Ability to exercise good judgement in appraising situations and making decisions.

Ability to express comments and opinions clearly and concisely.

Ability to deal tactfully with the public.

Minimum Education, Training, and Experience Requirements: Graduation from an accredited school of medicine and completion of internship in an approved hospital, a Master's degree in public health.

Two years experience in a professional medical capacity; or graduation from an accredited school of medicine and completion of internship in an approved hospital, and four years experience in a professional medical capacity; or an equivalent combination of training and experience. Eligible for licensure to practice medicine in Kentucky and so licensed before permanent appointment

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.